

# Rocky Ridge Royal Oak Community Association

## MINUTES OF THE BOARD OF DIRECTORS MEETING – December, 2016

26<sup>th</sup> September 2016, at 7:00pm  
Boardroom, Charlesglen Toyota  
7687 – 110<sup>th</sup> Avenue NW, Calgary AB

### Board Members Present:

Tessa Sakamoto  
Paul Watson  
Dave Spencer  
Karen Abbott  
Tolu Aro  
Michelle Drysdale  
Zenab Awan  
Muoi Leong  
Immanuel  
Ted Linklater  
Jenna Mortis  
Ambreen Sulman  
Joanna Tjia

### Others Present:

Greg Hartzler  
Ralph Smith  
Heather McKay  
Kelli Taylor  
Justin Kwinter  
Loretta Kao

### Absent:

Jessica Asququo  
Ali Oonwala  
Frances Kalu

### **MOTION TO CALL OR ORDER & ADOPTION OF AGENDA**

Tessa called the meeting to order at 7:00pm

Motion:	Tessa
Second:	Michelle
Carried:	To adopt the agenda of the September 2016 BOD Meeting

### **MOTION FOR CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Motion:	Tessa
Second:	Tolu
Carried:	To adopt the minutes of the June 2016 BOD Meeting

## REPORTS:

### GOVERNMENT & CITY REPRESENTATIVE REPORTS:

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#### *MP ROCKY RIDGE OFFICE – KELLI TAYLOR*

- Householder in mail. Survey on page 3 – please fill out. Mail to MP's office does not require stamps.
  - Private Members Motion (Duty of Care from CRA to taxpayers) did not pass.
  - Revamped website – user friendly.
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#### *MLA CALGARY NORTHWEST OFFICE – JUSTIN KWINTER*

Nothing to report

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#### *WARD 1 COUNCILLORS OFFICE – RALPH SMITH*

- Toured Rec Centre – looking great. Moved offices from City Hall to Admin building.
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#### *WARD 2 COUNCILLORS OFFICE – GREG HARTZLER*

- Pond – Storm water runoff “slough” (51WLA – Royal Oak Elementary) – Algae growth. Crews going to inspect and perform maintenance. Still trying to determine who has ownership.
  - Traffic complaints around schools – enforcement through themselves, school or CBE – CPS if necessary, if available. Keep reporting.
  - New Fire Hall grand opening on Wednesday at 10:30 am.
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#### *CITY OF CALGARY NEIGHBOURHOOD PARTNERSHIP COORDINATOR – HEATHER MCKAY*

### **LOC**

The new LOC is ready for signing by President and other signing officer. We need to affidavits if there is no Seal. All copies to be signed by RRROCA.

**CCG Grant Updated** - There will be no blackout periods now for the grant.

**New Meeting Room** - Royal Vista Multi-Service Facility, Community Room

- Book through NPC until further notice.
  - Corporate Properties will be working on protocols around the future booking of the facility
  - The Community Room's features include:

- Boardroom-style table (with the option to break out into smaller tables)
- Whiteboards
- Sink
- Countertop
- Chairs and room for 16 people
  - *19+ chairs will be required at times – may get cozy.*
- Meetings can start at 6:30pm starting October; 7pm in January

**Royal Vista Multi-Service Facility Opening** – Wed, September 28 -10:30am.

- There will be media and tours for people attending.
- See the LEED and environmental enhancements of the building
- The RRROCA will be involved with a PACE car, a table for the rink project, sign-up for the PACE cars and CA information. This will be located in the front lobby. Board members to man both and one to drive the PACE car in the official entrance.

**Community Clean Up event** – great job Michelle. Used some funds at London Drugs.

**EXECUTIVE REPORTS:**

*TREASURER – PAUL WATSON*

**New Voicemail #** - RRROCA has a new voicemail number – 403-879-2820

- Website has been updated; please update anywhere else the old number is used.
- *Notification of new voicemail is by email, and this should go to the Secretary*

**Year-ended 06/30/2016** - audit completed and tax return filed.

- Copy of financial statements attached; *signing is pending.*
  - *Heather (NPC Liaison) requested a signed copy be sent to her.*

**Community Park**

- To date we have disbursed CAD \$51,957.15 in funds for the community park project.
- We presently have CAD \$611,566.42 in casino funds and CAD \$125,000.00 from CFEP.
- Additionally, we have an unfunded commitment from PFC for CAD \$125,000.00 bringing the total available remaining phase one funding to CAD \$861,566.42.
- However, we are expecting additional fees from Stantec – so recommend maximum allocation to Wilco Southwestern CAD \$750,000.00 (as per prior motion).
- AGLC request to use funds to pay the contractor has been submitted.
- Canada 150 infrastructure grant – application submitted by Dave, but status unknown.
- Can we start to seek out potential sponsors – e.g. advertising on inside of rink?

**Casino**

- Upcoming casino event during the Apr/May/June 2017 timeframe at Cowboys Casino.
- Please start to gather contact info for people that may wish to volunteer.
  - *Recommends around 40 volunteers*

*PRESIDENT – TESSA SAKAMOTO*

Motion:	Tessa
Second:	Dave
Carried:	To appoint the following to Director Roles: Jenna Mortis – Director of Communications Joanna Tija – Director of Volunteers Immanuel Nwachukwu – Interim Secretary

- Requested board members to update contact info during this meeting
  - Confirm if you have activated your RROCA Gmail account

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*VP – ALI OONWALA*

Nothing to report

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*SECRETARY – IMMANUEL*

Nothing to report

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**DIRECTOR REPORTS:**

*COMMUNICATIONS – JENNA*

Nothing to report.

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*EVENTS – MICHELLE DRYSDALE*

**Stampede Breakfast – July 9, 2016, 8-11am (NWFC)**

Total Event Expenses: \$11,788

Total Sponsorship Revenue: \$6,073

Total Cost to RRROCA: \$5,715 (UNDER approved budget by \$1,785)

- Very well attended. We estimate attendance was 3,500 people
- Thanks to all who volunteered as Event Leads!
- Wind during set up prevented us from putting up sponsor tents
- Need to decide on venue for next year (*i.e. stay at NWF Church, or try RR Ranch*)
- *Initiative to bring reusable plates did not work as intended. It seems most guests who participated brought own disposables instead.*

**Community Clean Up – September 18, 2016 (London Drugs)**

- Community cleanup had a record turnout – had to buy extra food for BBQ
- Sports program and Scouts volunteers were great!
- London Drugs is a wonderful partner for this event

### **Fire Hall Grand Opening – September 26, 2016**

- Symbolic opening
- RRROCA invited to represent Pace Car, Rink and Membership
- Facebook responses are showing a lot of interest from the community

### **Rink Grand Opening – November/December 2016 (To Be Confirmed)**

- Gathering ideas for event. Developing a prelim budget.
- Will not book prior to confirmation that the rink will open this season
- Subcommittee required?
- *Sponsorship ideas by board members:*
  - *RBC Olympians*
  - *Flames foundation – has given grants in the past for Sports events*

### **Other**

- Events Lead has stepped down. Would like to recruit for two Event Leads
- Updating the events section of the website
  - *Reminder to remove 'Ladies Group Events' from website*

### **Past Events 2016 . . .**

- Family Movie Afternoon, February 13
- Easter Egg Hunt, March 26
- ATB Laser Tag, May 7
- Parade of Garage Sales, May 26-29
- Family Fun Day, May 28
- Neighbour Day, June 18

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### **MEMBERSHIP – MUOI LEONG**

*Members: 530 registered; 457 paid in full*

### **Changes to the membership and program registration:**

1. Settings activated for “Cancel after 24 hrs has elapsed (and send email to members) for all Incomplete/Pending/InProgress registration – i.e. only the ones “paid in full” will remain active in the computer system
2. There is a setting for “...force immediate online payment”. Hopefully it works

### **How to bolster membership:**

- a) Lower fee
- b) Members-only events
- c) Ask for feedback from members and non-members
- d) What extra benefits can we *sell* for membership?
  - *Heather will email some ideas to Tessa*
  - *Scenic Acres insisted guests sign-up during their Stampede BBQ*
  - *VIP privileges at events*
  - *Partnership with businesses for loyalty program.*

- *Hasn't been successful because it is difficult to confirm membership, even with membership cards.*
  - *Businesses have lost interest*
  - *Membership requirement for Parade of Garage Sales*
    - *Unlikely to draw **new** members*
  - *Community Garden*
    - *Currently autonomous; should be run through RRROCA.*
- e) Can we charge for events that are put together by RRROCA?
- f) Setting table at events has not been successful

Immediate plan (*maintaining membership*):

1. Email reminder starting November 2016 for membership renewals for 2017
2. One November and one December draw from members who have renewed – winner is refunded their membership
3. Moving forward, a monthly prize draw for any membership purchase that month
  - Approach businesses for draw prizes (need someone other than Director of Membership to do this)

**Notes from Angela Carter (Babysitter Registry Coordinator):**

- Angela may be moving away. Frances is looking for a new volunteer.
- There are currently more babysitters on the registry than families looking for babysitters.
- Need to advertise RRROCA babysitting registry
- New Newsletter (“Your Royal Oak Rocky Ridge” – Great News Publishing) publishes babysitter’s names and phone numbers (registered through babysitting.ca). There is a concern that RRROCA babysitters think that RRROCA is publishing this info.
  - *Are members okay with this? Perhaps, appreciates the publicity.*
  - *However, the program is intended for members only*

Suggested Actions:

1. Set-up two registries in Sportzsoft:
  - (a) Babysitter Registry (b) Interested in Hiring Babysitter
2. In membership renewal emails and in newsletter, advise members to register for the Babysitting Registry.
3. Email babysitter lists to let them know that that published list was not from RRROCA.

*PARKS – DAVE HOUSTON*

Not present to report.

*PLANNING & DEVELOPMENT – DAVE SPENCER*

- New housing developing projected to house 1,400 people
- Keeping track of complaints for route

## Ice rink

- Asphalt plant closing Nov. 1<sup>st</sup> may slow progress
  - Concrete needs to be poured before winter
  - *People are interested in updates. Work with Communications to provide more info E.g. start & completion dates, plans; TBDs are okay – Tessa.*
  - *A room at the Rink could serve as storage for Events team*
  - *Sponsorship guidelines allows for logos only on the inside of the walls*
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## PROGRAMS – TED LINKLATER

- Concerns with running the Rink with volunteers
  - *talk to communities with experience like Hawkwood and Scenic Acres*

Motion:	Ted
Second:	Dave
Carried:	Move to explore hiring an employee on honorarium to administer the spring sports program.

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## SAFETY & SECURITY – JESSICA ASUQUO

Nothing to report.

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## SCHOOLS – AMBREEN SULMAN

- Asked for suggestions on how the community can help slow traffic, perhaps via the Pace Car Program
    - *Jnr. High may provide crossing guards; elementary school can't due to insurance*
    - *Ask the schools and parents for ideas, and for experience with the issue*
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## SPONSORSHIP – KAREN ABBOTT

### Mice in the Shed!

- Also appears to be mold present
- Exterminator placed 3 mice traps
- Needs to be a shakedown and clean up... possibly dead mice.
  - Needs a couple of volunteers
  - Hope to complete it this weekend; preferably at noon on Saturday, Oct 1.
- Can we rent a POD (mobile storage)?
  - *will likely not be approved in public space - Heather*
  - *concerns about cost - Tessa*
- *Heather (NPC Liaison) will contact Parks to help deal with it.*

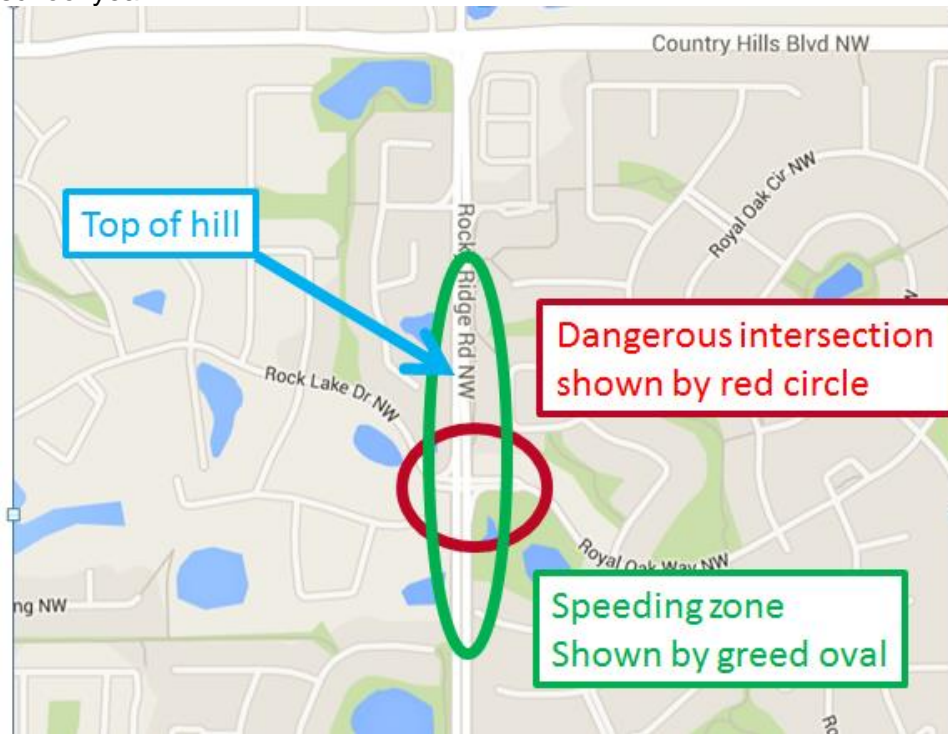
### Why do we not run Sports through 3<sup>rd</sup> party organizers like Tim Hortons?

- *RRROCA needs the revenue generated – Heather, Tessa*

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## TRANSPORTATION – TOLU ARO

City setup a temporary speed truck for two weeks and promised to conduct a new traffic study for the intersection at Rocky Ridge Rd & Royal Oak Way during the 2016/17 school year.



Other than some chatter on Facebook, there have been no formal complaints about traffic caused by new school.

- *Requests that any complaint received elsewhere be forwarded to Transportation*

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## VOLUNTEERS – JOANNA TIJA

- Joanna to replace Frances Kalu as Director of Volunteers

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## OTHER BUSINESS:

### AGM

- November 28, 2016, 6:30pm – 8:30pm
- To be held at Charlesglen Toyota to accommodate larger attendance
- Needs 50 Proxies
  - Muoi will email list of eligible members
  - *If each Board Member gets 4-5 proxies, we'll have 50*



**NEXT MEETINGS**

- a) 24 October 2016, 7.00pm, Royal Vista Multi-Service Facility
- b) 28 November 2016, 6.30pm, Charlesglen Toyota (AGM + Monthly Board Meeting)

Meeting Adjourned at 8.28pm by Tessa Sakamoto

Minutes Compiled by Immanuel Nwachukwu & Tessa Sakamoto